

## Education and Outreach Program Form

Received on:  Date: _____	Confirmed Letter Sent:  Date: _____	Fee Waiver:  _____ Granted _____ Denied	
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Name of Group: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Please check one:		
____ (1) Environmental, On	____ (2) Environmental, Off-	____ (5) Special Programs
____ (3) Outreach On-site	____ (4) Outreach Off-site	____ (6) Distance

Date of Program: \_\_\_\_\_ Time of Program: \_\_\_\_\_

Topic: \_\_\_\_\_ Program Length: \_\_\_\_\_

Number of People: \_\_\_\_\_ # Adults \_\_\_\_\_ Site: \_\_\_\_\_

# & Age Kids \_\_\_\_\_ Grade \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ranger: _____ <small>(Rangers assigned should phone contact person for details)</small>	Meeting Place: _____ _____
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### Checklist:

- \_\_\_\_\_ Entered to calendar
  - \_\_\_\_\_ Entered to computer "Program Record"
  - \_\_\_\_\_ Confirmation Letter
  - \_\_\_\_\_ Fee Waiver
  - \_\_\_\_\_ Copy to Ranger
  - \_\_\_\_\_ Entered to Notebook